



CITY OF REDMOND
ADDENDUM TO SUBMITTAL
REQUIREMENTS

January 8, 2003

***** Important *****

Please be aware that as of February 1st, 2003, all Land Use applications will be taken during appointments only. Appointments can be made in person or by calling the on-call planner at 425-556-2494. Available time slots are as follows:

Monday: 8:30-10, 10-11:30, 1-2:30 and 2:30 to 4

Tuesday: 8:30-10 and 10 to 11:30

Please note that there are several changes being made to the City of Redmond Submittal Requirement checklists. The following items are not included in the forms, however these items are required for completeness effective immediately:

1. Three (3) sets of self-adhesive mailing labels containing the names and addresses of all property owners within **500** feet of the subject site, keyed to a copy of the assessor map identifying all properties receiving notification. **If necessary, the radius of 500 feet shall be expanded to include at least 20 different property owners.**
2. Nine (9) copies of a City of Redmond SEPA Checklist and one (1) copy of a SEPA Application Form are required with a complete response provided to all questions. **You must provide a completed SEPA application form** even if the project is exempt from SEPA.
3. One copy of an 8-1/2" x 11" vicinity map suitable for public notice purposes.
4. One copy of an 8-1/2" x 11" site layout plan suitable for public notice purposes.
5. Permit tracking data entry form.
6. Pre-Application Information including:
 - Dates of most recent Pre-Application meetings for both Design Review Board and Technical Committee (fee credits cannot be determined without this information)
 - Pre-Application meeting file numbers (only if pre-application meeting was held on or after October 28, 2002)
7. All plans must be folded and grouped in sets (each set to include one of each type of plan). Architectural fold is preferred.

If you have any questions concerning these items or any other submittal requirements, please contact the Planner of the Day at the Permit Center in City Hall, or you may call a Planner at 425-556-2494.



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:

SHORELINE PERMIT

Project _____

Date _____

Please note that the submittal requirements noted below may change periodically. To assure that you have the most current requirements, please contact the City of Redmond Permit Center at 425-556-2473. These submittal requirements are dated **January 1, 2003**.

Applications delivered by courier or by mail **will not be accepted**.

I. APPLICABILITY/BACKGROUND

Applications for Shoreline Permits (as required pursuant to Redmond Community Development Guide Section 20F.20.180, Shoreline Development Approval) must include the following information:

II. PROFESSIONAL PREPARATION

All Shoreline Permit Applications shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, shall be provided on the face of the application materials.

III. GENERAL

____A. Completed General Application form.

____B. Application fees.

____C. Vicinity map showing the following:

- Labeled streets and north arrow
- Site location using natural points of reference
- Relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties.

____D. Legal description of subject property.

____E. State Environmental Policy Act (SEPA)

Nine (9) copies of a City of Redmond SEPA checklist are required with a complete response provided to all questions. If the Shoreline Permit application is being filed in conjunction with another approval application requiring a SEPA checklist and the requirement for obtaining a Shoreline Permit is referenced within the checklist, this requirement shall be waived.

- ____F. Three (3) sets of self-adhesive mailing labels containing the names and addresses of property owners with 300 feet of subject property keyed to a copy of the assessor map identifying all properties receiving notification.
- ____G. Explanation of any modifications to existing codes or standards, if proposed.
- ____H. Completed JARPA form (available at the Permit Center)
- ____I. A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.
- ____J. A general description of the property as it now exists including physical characteristics, improvements and structures.
- ____K. A general description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics (this may be included on the vicinity map).
- ____L. Where applicable, a depiction of the impacts to views from existing residential uses and public areas.
- ____M. On all variance applications the plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.

IV. SITE PLAN

For multi-sheet applications, the engineering site plan, architectural site plan and landscape plan shall all use the same base maps unless prior arrangements have been made.

Fifteen (15) sets of site plans (which includes all information indicated below), sheet size 22"x34", drawn to an engineering scale of 1"=20'.

- ____A. Section, Township and Range to the nearest quarter. All applications for projects located in open water areas away from land shall provide a longitude and latitude location.
- ____B. Property boundary lines, existing lots, tracts, utility or access easements, and streets. (If easements or covenants are proposed, a draft must be included.)
- ____C. Shoreline designation according to master program.
- ____D. Location and identification of water bodies, wetlands, and flood prone areas.
- ____E. The ordinary high water mark of all water bodies located adjacent to or within the boundary of the project. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline.
- ____F. A delineation of all wetland areas that will be altered or used as a part of the development.

- ___G. A general indication of the character of the vegetation found on the site.
- ___H. Locations, dimensions and ground elevations of existing and proposed structures and improvements including but not limited to buildings, paved or graveled areas, roads, septic tanks and drainfields, material stockpiles or surcharge, parking areas, existing or proposed public and common use areas, fences and other development features.
- ___I. Existing and proposed topography at 2-foot contours based upon an actual field survey.
- ___J. Location of existing and proposed utilities and utility easements.
- ___K. Existing and proposed stormwater runoff system and peak flow rates.
- ___L. Volume, source and composition of any fill material that is placed on the site whether temporary or permanent.
- ___M. Volume, composition and volume of excavated or dredged materials and proposed disposal area.
- ___N. Typical cross-section or sections showing the following:
 - Existing ground elevations.
 - Proposed ground elevation
 - Height of existing and proposed structures
 - Ordinary High Water Mark
 - Areas of shorelines which are of statewide significance
- ___O. Landscaping plan showing existing and proposed vegetation including quantity, size and species of proposed vegetation.
- ___P. Front, rear and side building elevations.
- ___Q. Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project.

The above noted items must be submitted to the City of Redmond Permit Center in its entirety prior to any application considered to be complete.

The Technical Committee may require additional information. The applicant will be notified if additional information is necessary.

Please Note: In order to help work out potential problems, if any, before formal submittal, the City of Redmond encourages applicants to attend a pre-application conference with the Technical Committee. Application submittal requirements for pre-application meetings are available at the Permit Center. Conferences are scheduled in person at the Permit Center and are only scheduled when all pre-application meeting submittal requirements have been submitted.

NOTE: Failure to include all above items will result in review delays.

Applicant or Representative

Date

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Rev. 1/10/2003